




2017-18 Organizational Grant Program Application Workshop

Download program guidelines, sample application and instructions at:
<http://lacountyarts.org/GrantsHow.html>

Online application:
<http://lacounty.culturegrants.org>

 @LACountyArts
#OGPArtsFunding



Overview

- OGP provides financial support to **assist and strengthen nonprofit arts organizations** who provide **quality arts programs** and enrich the lives of **Los Angeles County residents**.
 - Two year grants
 - Project based funding
 - Reimbursement
 - Cash match required

OGP Eligibility Requirements

- Tax exempt status (501-c3)
- Principal offices in LA County
- Primary mission to provide arts programming
- Functioning Board of Directors
- At least two years of programming



Not eligible to apply

- Primary mission to raise funds
- Educational institutions (such as colleges, etc.)
- Individual artists
- City or County Departments or Agencies
- Using fiscal sponsors
- Social service, religious or welfare*
- Not open to the public
- Deficit of 20% for two years

* New **Community Impact Arts Grant (CIAG)** may be of interest to organizations who meet all but this requirement.

Preparing to Apply - Checklist

1- DataArts Profiles

www.culturaldata.org

- ☐ DataArts Cultural Data Profile for at least three recently completed fiscal years.

2- DataArts + Financial Forms

- ☐ DataArts OGP Funder Report + Additional Report
- ☐ Federal Form 990, 990-EZ (or –N) for the organization's most recently completed fiscal year.
- ☐ Completed financial audit (only for organizations of budgets \$1,000,000 and up).

3- Artistic Documentation

- ☐ Video, PowerPoint, Audio, Published Materials and/or Images of Work.

Preparing to Apply - Checklist

4 - Other Supplemental Documentation (if applicable)

- ☐ 501(c)(3) Determination Letter.
- ☐ Arts for All Programs for Students Directory Listing
Screen Shot (only if you are already listed).*
- ☐ Arts Education Curriculum Sample.*
- ☐ Optional: Marketing Materials.

* Only required for Arts Education proposals.

OGP Categories by Budget Size

- Budget Categories have changed since 2014-15.
- No more OGP I, II, 2.5, III.
- Now OGP 1, 2, 3, and 4 and new formula for funding.
- This improves funding allocations for growing organizations.
- Organizations may request from 43% of their budget for the smallest organizations to .75% of their budget for the largest organizations on a continual sliding scale. Depends on budget.

Budget Category	Budget Size	Deadline
OGP 1	Up to \$199,999	Wednesday, November 2, 2016, 11:00 p.m.
OGP 2	\$200,000 - \$999,999	Wednesday, October 19, 2016, 11:00 p.m.
OGP 3	\$1,000,000 - \$14,999,999	Wednesday, October 12, 2016, 11:00 p.m.
OGP 4	\$15,000,000+	Wednesday, October 12, 2016, 11:00 p.m.

What is my budget size?

- Find your **budget size** in your **CDP Funder Report** for the Organizational Grant Program

ORGANIZATION OVERVIEW

Organization Name	<u>Sample Opera Theater</u>	Year Organization Founded	<u>1978</u>
Address	<u>1055 Wilshire Blvd, Los Angeles, CA 90017-2431</u>	Number of Board Members	<u>21</u>
County	<u>Los Angeles</u>	Fiscal Year End Date	<u>06/30</u>
Web Address	<u>www.sampleoperatheater.org</u>	DUNS Number	<u>00000000</u>
Contact Person	<u>Lora Gordon, General Manager</u>	OGP Budget Size	<u>\$486,897</u>
Accounting Method	<u>Accrual</u>		



This applicant is audited or reviewed by an independent accounting firm.

~0% signifies a value of less than +/- 0.5%.

- Enter budget size in Question 6 “Budget Size for the Most Recent Fiscal Year” in the *OGP Information* section of the grant application.

Preparing to Apply – Financial Forms

Grant Budget Category	Budget Size	Financial Requirements
OGP 1	Up to \$199,999	CDP and 990 required
OGP 2	\$200,000 - \$999,999	CDP and 990 required
OGP 3	\$1,000,000 - \$14,999,999	CDP, 990 and audit required
OGP 4	\$15,000,000+	CDP, 990 and audit required

1. Federal Form **990** for the organization's ***most recently completed*** fiscal year
2. Fill out **DataArts Cultural Data Profile (CDP)**
3. **OGP Funder Report** + additional Analytic Report from DataArts.
4. Completed financial audit **ONLY for organizations of budgets \$1 million +**

DataArts – FORMERLY California Cultural Data Project



DataArts™

www.culturaldata.org

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[Get Started](#)

The new DataArts Platform is live in beta! 



Analytics. Insight. Impact.

Data Is Our Medium

Our appreciation for arts and culture is matched only by our passion for analytics and evidence-based insights that unlock business potential in a way intuition alone simply can't. We're working across the sector to build a new resource that illuminates national trends and local nuance, helping us all make the case that indeed, culture counts.

DataArts – FORMERLY California Cultural Data Project

Online orientation and help desk:

<http://culturaldata.nonprofitsoapbox.com/calendar>



**Fill out CDP
for past 3
completed
years on
DataArts site**

**Complete
CDP Balance
Sheet
Section 8**

**DOWNLOAD
OGP Funder
Report+
Additional
CDP Report**

**SUBMIT
OGP Funder
Report +
Add'l report
in your
application**

TIP: Give yourself ample time to complete each year's profile!!

What should my funding request be?

- <http://lacountyarts.org/Grantscalculator.html>

Los Angeles County Arts Commission

Arts Education: Arts for All

Arts Resources

Civic Art

Grants and Professional Development

John Anson Ford Theatres

Public/Special Events

Communications & Calendar

Grants Internships Professional Development Initiatives

Calculate Your Grant Request

Enter your budget size

Your maximum grant request is:

In this section:

About OGP
[What we fund](#)
[Budget Categories](#)
[Project Categories](#)
[2014-15 Grantees](#)
[2013-14 Grantees](#)
[Past Grantees](#)
[Become a panelist](#)
[Grantee Data](#)

For Grantseekers
[Eligibility](#)
[Guidelines](#)
[How to Apply](#)
[Request Calculator](#)
[Deadlines](#)
[Workshops](#)
[Cultural Data Project](#)

Manage Your Grant
[Grant Terms & Conditions](#)

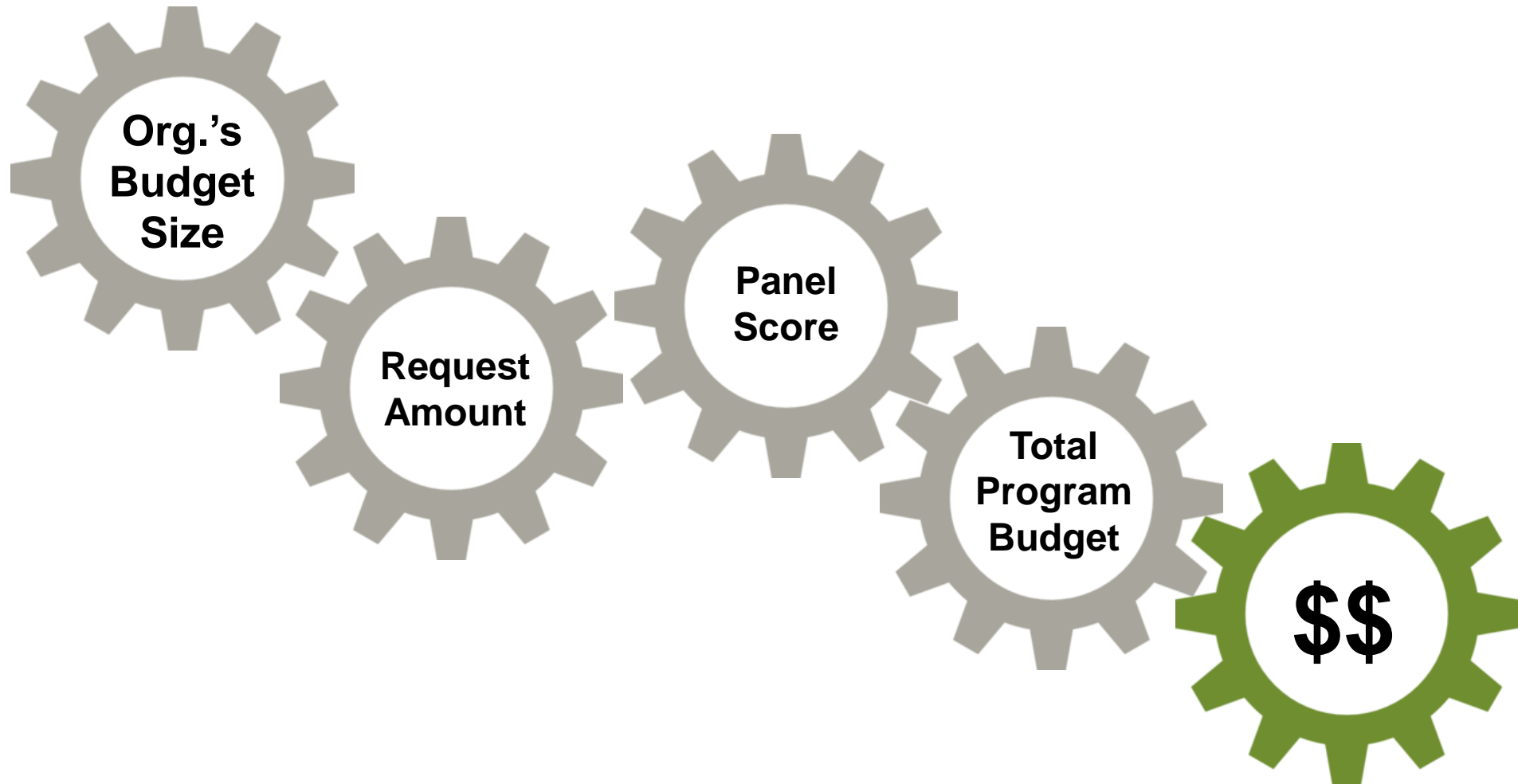
How to use the calculator:

- To determine your maximum grant request, locate your **budget size** which can be found on Page One of your Arts Commission Cultural Data Funder Report.
- Input this number in the top budget box and click calculate. Your maximum grant request will be returned. Use this in question #7 of your grant application.
- For the calculator to work, please remove commas, dollar signs, and periods.

• Requesting the maximum amount is recommended.

• Grantees will not receive 100% of the amount requested.

How Grant Awards are Calculated



How Grant Awards are Calculated

Total Budget Size:

\$200,000

Request:

\$43,750



Score:

98%



Fundable
request:

\$42,875

Request is reduced by available funds for program:

\$4.5 million/~205 Grantees

Project Categories

- OGP 1, OGP 2 and OGP 3 applicants must select one project category:
 - **Sustainability**
 - **Organizational Capacity**
 - **Artistic Capacity**
 - **Accessibility**
- OGP 4 applicants must request funds for accessibility projects

... support for **existing** artistic and/or administrative projects that help **sustain the mission and goals** of arts organizations



Featured grantees (from left to right): Diavolo, Ebony Theatre, Film Independent, Flight of Fantasy

➤ Organizational Capacity

... support for **new** projects that increase the organizational **capacity** and **infrastructure** of arts organizations



Featured grantees (from left to right): Diavolo, Ebony Theatre, Film Independent, Flight of Fantasy

➤ Artistic Capacity

... support for **new** projects that increase the **artistic capacity** of arts organizations.



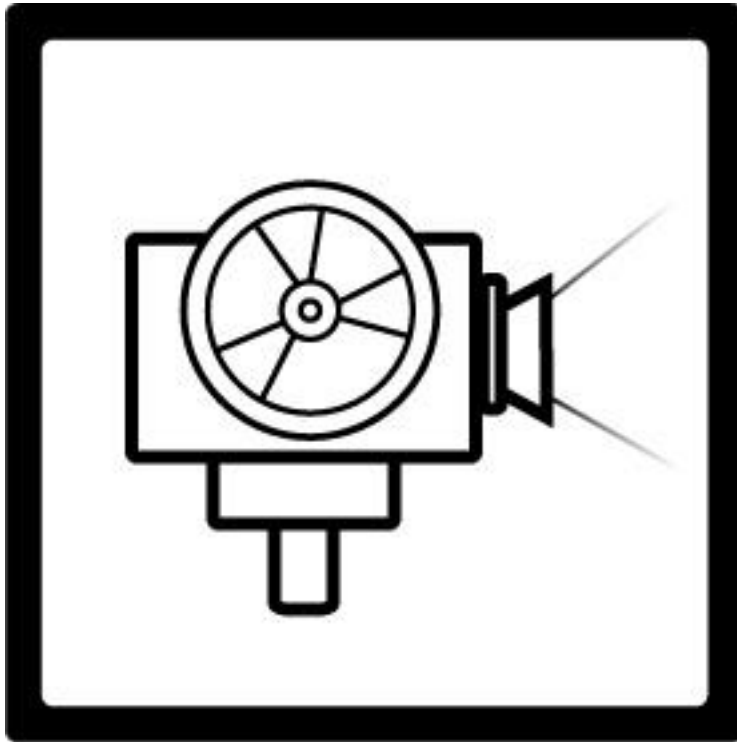
Featured grantees (from left to right): Diavolo, Ebony Theatre, Film Independent, Flight of Fantasy

... support new or existing
projects that provide public access
to arts activities and programs.



Featured grantees (from left to right): Diavolo, Ebony Theatre, Film Independent, Flight of Fantasy

Artistic Documentation



HYPERLINKS ARE NOW ALLOWED!

Disciplines:

Arts Education
Arts Service
Dance
Literary
Media Arts
Multidisciplinary
Music-Choral/Opera
Music Instrumental
Presenting
Theatre
Traditional & Folk Art
Visual Art

Example: The ARTree Community Arts Center
(OGP 1, Visual Arts)
PPT Slide Show of Images - Artistic Sample

[LINK TO SAMPLE](#)

Example: Venice Arts
(OGP 2, Arts Education)
Video - Artistic Sample

[LINK TO SAMPLE](#)

Arts Education Projects

Are you...

...an arts education organization?

...requesting funds for an arts education-related project?

...requesting funds for a school-based arts education program and/or project?



Featured grantees: 826LA

If you answered YES...

- ✓ Provide proof that you are listed on the arts for all directory (if applicable).
- ✓ Curriculum should meet each of the Visual and Performing Arts Content (VAPA) standards.
- ✓ The California State Curriculum Standards are available at:
<http://www.cde.ca.gov/be/st/ss/documents/vpastandards.pdf>
- ✓ Provide details about your program objectives, youth served and how your team will fulfill these objectives.
- ✓ Describe your team's qualifications.



www.laartsed.org

Still unsure or want more information...

Free Workshop

**Arts Education Technical Assistance
on September 28 - 9:30-12:30
at the Arts Commission!**

<http://www.lacountyarts.org/GrantsWorkshops.html>

Cute baby animal



Online Grant Application

- Submit application and materials (financial forms, artistic documentation) online via our online grant portal -- <http://lacounty.culturegrants.org>

- Use **Google Chrome** to access the website.
- Do not use Internet Explorer.
- Cut+Paste from a Word Document.
- **Recommend submitting 5 days prior to deadline.**

Enriching Lives



[Home](#) [Help](#) [Sign Up Instructions](#) [FAQs](#) [Sign Up](#) [Log In](#)

Welcome to the LA County Arts Commission's online grants system!

GETTING STARTED

[Sign up](#) to register a new user account and profile.

[Log in](#) if you or your organization has already created a user account.

OGP Applicants: When signing up, be sure to select **YES** to the following prompt, "Would you like to associate this user account with an organization?"

Online Grant Application

Registration Content

First Name *

Last Name *

Address 1 *

Address 2

City *

State *

Zip Code *

Phone No. *

Email *

Confirm Email *

Username *

Password Rules :
Contain at least 8 Characters
Contain at least 1 Number

Password *

Confirm Password *

Would you like to associate this user account with an organization? *

Drag the slider and move it to the right side before you submit the form.
This action is required in order to prove that you're a human.



Locked : form can't be submitted

Submit

Reset

- Make sure to jot down username and password.
- Grants staff can help you with any issues with online system.

Yes.
You would like to
associate this
user account with
an organization.

Begin an Online Grant Application

- Log in and find the application by clicking [Open Applications](#)
- Identify the Organizational Grant Program application and [Apply](#)



[Home](#) » [Dashboard](#) » [Open Applications](#) »

[My Applications](#)

[Open Applications](#)

[Test Users](#)

Individual

Musicians Roster Musicians Roster FY 2015-16

Not applied yet.

[Apply](#)

Organizations

Community Impact Arts Grant Program CIAG FY2016-17

Not applied yet.

[Apply](#)

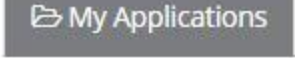
Organizational Grant Program OGP FY2017/18

Not applied yet.

[Apply](#)



Return to the Grant Application

- To return to an application at a later time, log in and click 
- Identify the ***In Progress*** OGP application, click on title or icons to resume work.

Dashboard

[Home](#) » [Dashboard](#) » [My Applications](#) »

 My Applications

 Open Applications

 Test Users

Organizational Grant Program OGP FY2017/18 #OGP FY2017/1800001

 OGP Application

 In progress



Review Criteria

Review Criteria	Points
Artistic Quality of Organization	40
Organizational Readiness (OGP 1)	15
Management Capacity (OGP 2, 3)	
Managerial Excellence/Fiscal Responsibility (OGP 4)	
Quality of Project Plan	20
Quality of Project Evaluation	5
Awareness of/Response to Community Needs (OGP 1)	20
Relationship with Audience/Community (OGP 2, 3)	
Defined/Addressed Community Need (OGP 4)	

TOTAL 100

Application Tips – Project Narrative

Application forms

OGP Information

OGP Narrative

OGP Project Budget Income

OGP Project Budget Expenses

OGP Project Staff & Artists profile

OGP Funder Report

OGP Arts Education

OGP Board of Directors

OGP Site Visits

OGP Artistic Documentation and
Support Materials

OGP Submission Form

Validate and Submit

- Be **clear and concise**, there are character limits.
- **Detail** in specific terms **why the goals of project are important to the mission.**
- Not all panelists are specialists in every sector.
- Solid artistic documentation will boost the application.
- Don't use marketing info for project narrative.
- Cut + Paste.



Application Tips – Community/Audience

Application forms

OGP Information

OGP Narrative

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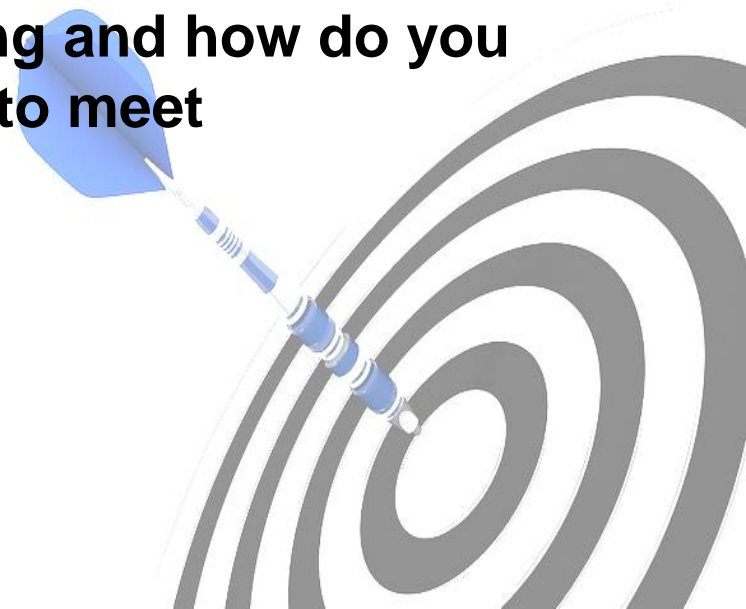
Validate and Submit

How do you describe your community/audience?

- Geography
- Age
- Economic Characteristics
- Cultural Characteristics
- Other

Who are you serving and how do you develop programs to meet their needs?

- Be SPECIFIC.



Application Tips for Completing Budgets

Application forms

OGP Information

OGP Narrative

OGP Project Budget Income

OGP Project Budget Expenses

OGP Project Staff & Artists profile

OGP Funder Report

OGP Arts Education

OGP Board of Directors

OGP Site Visits

OGP Artistic Documentation and
Support Materials

OGP Submission Form

Validate and Submit

- ✓ Enter project income and expenses for proposed project during the grant period.
- ✓ Show only the income and expenses specific to the proposal.
- ✓ Do **not** enter organization's annual budget.
- ✓ Provide **CONTEXT** for your project budget in question #12 & 14

Budget Income - Sample

Question #11. Project Budget Income

		OGP YR 1	2016-17	OGP YR 2	2017-18	
		REQUEST	MATCHINGFUNDS		REQUEST	MATCHINGFUNDS
A. EARNED INCOME						
1. Admissions	◆			1. Admissions	◆	
2. Ticket Sales	◆			2. Ticket Sales	◆	
3. Tuitions	◆			3. Tuitions	◆	
4. Workshop & Lecture Fees	◆			4. Workshop & Lecture Fees	◆	
5. Touring Fees	◆			5. Touring Fees	◆	
6. Special Events-Other	◆			6. Special Events-Other	◆	
7. Gift Shop/Merch Sales	◆			7. Gift Shop/Merch Sales	◆	
8. Gallery Sales	◆			8. Gallery Sales	◆	
9. Food Sales/Concessions	◆			9. Food Sales/Concessions	◆	
10. Parking Concessions	◆			10. Parking Concessions	◆	
11. Membership Dues/Fees	◆			11. Membership Dues/Fees	◆	
12. Subscriptions	◆			12. Subscriptions	◆	
13. Contracted Services/Performance Fees	◆			13. Contracted Services/Performance Fees	◆	
14. Rental Income-Program Use	◆			14. Rental Income-Program Use	◆	
15. Rental Income-NonProgram Use	◆			15. Rental Income-NonProgram Use	◆	
16. Advertising Income	◆			16. Advertising Income	◆	
17. Sponsorship Income	◆			17. Sponsorship Income	◆	
18. Other Earned Income	◆			18. Other Earned Income	◆	
Subtotal Earned Income	◆			Subtotal Earned Income	◆	
B. CONTRIBUTED INCOME	◆			B. CONTRIBUTED INCOME	◆	
19. Trustee/Board Contributions	◆			19. Trustee/Board Contributions	◆	
20. Individual Contributions	◆			20. Individual Contributions	◆	
21. Corporate Contributions**	◆			21. Corporate Contributions**	◆	
22. Foundation Contributions	◆			22. Foundation Contributions	◆	
23. Government-City	◆			23. Government-City	◆	
24. Government-County (Enter OGP Request)	◆			24. Government-County (Enter OGP	◆	
25. Government-State**	◆			25. Government-State**	◆	
26. Government-Federal**	◆			26. Government-Federal**	◆	
27. Special Events-Fundraising	◆			27. Special Events-Fundraising	◆	
28. Other Public Income	◆			28. Other Public Income	◆	
29. Parent Org Income	◆			29. Parent Org Income	◆	
30. InKind Contributions	◆			30. InKind Contributions	◆	
Subtotal Contributed Income	◆			Subtotal Contributed Income	◆	
GRAND TOTAL INCOME (A+B)	◆			GRAND TOTAL INCOME (A+B)	◆	

Budget Expenses - Sample

Question #13. Project Budget Expenses

	OGP Yr 1	2016-17		OGP Yr 2	2017-18
EXPENSES	REQUEST	MATCHING FUNDS	EXPENSES	REQUEST	MATCHING FUNDS
A. Salaries & Fringe					
1. Artist & Performers-Salaries			1. Artist & Performers-Salaries		
2. Program-All Other-Salaries			2. Program-All Other-Salaries		
3. Fundraising-Salaries			3. Fundraising-Salaries		
4. General & Admin-Salaries			4. General & Admin-Salaries		
5. Fringe Benefits			5. Fringe Benefits		
Subtotals-Salaries & Fringe	\$0	\$0	Subtotals-Salaries & Fringe	\$0	\$0
B. Operating Expenses					
6. Accounting			6. Accounting		
7. Advertising Marketing & PR			7. Advertising Marketing & PR		
8. Artist Commission Fees			8. Artist Commission Fees		
9. Artists & Performers-NonSalaried			9. Artists & Performers-NonSalaried		
10. Catering & Hospitality			10. Catering & Hospitality		
11. Conference & Meetings			11. Conference & Meetings		
12. Equipment Rental			12. Equipment Rental		
13. Facilities-Other			13. Facilities-Other		
14. Fundraising Expenses-Other			14. Fundraising Expenses-Other		
15. Fundraising Professionals			15. Fundraising Professionals		
16. Honoraria			16. Honoraria		
17. In-Kind Contributions			17. In-Kind Contributions		
18. Insurance			18. Insurance		
19. Internet & Website			19. Internet & Website		
20. Lodging & Meals			20. Lodging & Meals		
24. Printing			24. Printing		
25. Production & Exhibition Costs			25. Production & Exhibition Costs		
26. Programs - Other			26. Programs - Other		
27. Professional Development			27. Professional Development		
28. Professional Fees			28. Professional Fees		
29. Rent			29. Rent		
30. Supplies			30. Supplies		
31. Telephone			31. Telephone		
32. Touring			32. Touring		
33. Travel			33. Travel		
34. Utilities			34. Utilities		

Required Support Materials - Checklist

1- DataArts Profiles

- ☒ DataArts Cultural Data Profile for at least three recently completed fiscal years.

2- DataArts + Financial Forms

- ☒ DataArts OGP Funder + Additional Report
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- ☒ Completed financial audit (only for organizations of budgets \$1 million and up).

3- Artistic Documentation

- ☒ Video, PowerPoint, Audio, Published Materials and/or Images of Work.

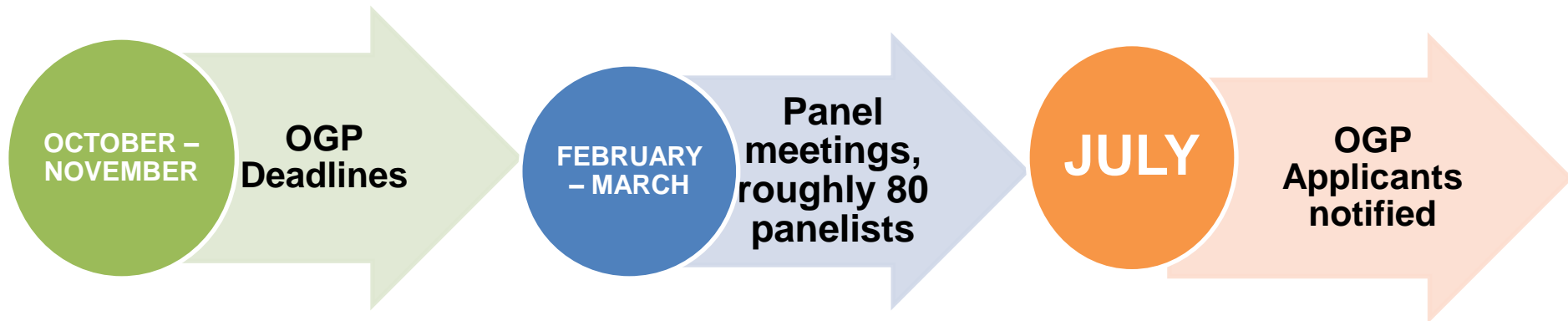
Required Support Materials - Checklist

4 - Other Supplemental Documentation (if applicable)

- ☒ 501(c)(3) Determination Letter.
- ☒ Arts for All Programs for Students Directory Listing Screen Shot (only if you are already listed).*
- ☒ Arts Education Curriculum Sample.*
- ☒ Optional: Marketing Materials.

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OGP Timeline



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OGP 4	\$15,000,000+	Wednesday, October 12, 2016, 11:00 p.m.

NO EXTENSIONS

Grant Review Panels

Applications are reviewed and scored by a **grant peer review panel** made up of **artists, arts professionals, community members** and others with knowledge and professional qualifications in the arts and with familiarity of the Los Angeles regions' arts sector.

Questions?

Contact Arts Commission grants staff:

- grants@arts.lacounty.gov
- 213-202-5858

Download program guidelines, sample application and instructions at:
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Online application:
<http://lacounty.culturegrants.org>

Presenter:

Rosalyn Escobar, Grants Manager